

Alderminster Parish Council

Policy and Procedure on Transparency Code for Smaller Authorities

Date of Adoption: 17 June 2015

Readopted 18 May 2016

- 1.1 As a Parish Council with an annual income of less than £25,000 Alderminster Parish Council is subject to the changes to the audit procedure made mandatory in “The Local Audit and Accountability Act 2014”.
- 1.2 From 2017 Parish Councils with an income of less than £25,000 will no longer have to go through the external audit process, though they will still be obliged to publish certain documents in order to ensure transparency.
- 1.3 This Policy and Procedure sets out how these requirements will be met. The Council is responsible for the Policy whilst the Clerk/Responsible Finance Officer has day to day responsibility for ensuring the procedure is followed. If the Clerk/Responsible Finance Officer is not able to ensure compliance (for example through ill-health) then the Council are responsible for ensuring compliance.
- 1.4 In order to achieve compliance all documents referred to below must be “published” on a website which is publically accessible free of charge. The website of the Parish Council is www.alderminster-pc.gov.uk.

2 Publication of Agendas and Associated Papers

The timescale for notification of meetings (whether ordinary, extraordinary, annual or of committees) remains unchanged with a requirement to give three clear days notice (excluding Sundays, Bank Holidays and days of Official Mourning). There is a requirement that all associated documents must also be published.

The Agenda will be published on the website and posted on the Parish Council notice board.

Any associated papers will be listed in the Agenda with an Appendix Number and copies can be obtained from the website or by contacting the clerk.

3 Publication of Minutes

Draft minutes will be displayed within one month of the meeting date to which they relate on the website and the Parish Council notice board. All minutes are draft until they are approved at the next Parish Council meeting.

4. Finance

To comply with the Transparency Code, all items of expenditure in excess of £100 will be published on the website on a monthly basis. This expenditure does not include spending which is confidential under the Data Protection Act.

The Annual Return and end of year accounts will be published on the website, together with information for members of the public who wish to inspect the accounts.

***Public Participation:** Alderminster Parish Council welcomes the public to its meetings. By law members of the public must be admitted to all meetings of the full council and any committees. However, the law does not allow members of the public to take part in the debates.

This council, like many other parish and town councils in England and Wales, gives members of the public an opportunity to speak during the meeting under agenda item Public Participation.

If you wish to raise a point which does not relate to an item on that evening's agenda you are free to do so. However, the council's discussion of the point might have to be delayed until a subsequent meeting as the council is unable to make a decision binding in law (this is particularly relevant to financial decisions) unless a specific item is included on the agenda.

The agenda is prepared about a week before the next monthly council meeting so you will need to inform the Clerk about ten days prior to the meeting. Although this might seem a long time in advance, the council is required by law to publicise its agenda at least three clear days before each meeting. These days do not include the day of issue or the day of the meeting, Saturdays or Sundays.